

# D&S Diversified Technologies LLP

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WEB PAGE: [www.hdmaster.com](http://www.hdmaster.com) EMAIL: [hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)  
Providing CNA testing solutions throughout Tennessee

**\*\*Clinical Attire including shoes, clothing and hair pulled back is required for testing. Social security cards are required along with your US Government issued non-expired photo ID for testing day. If you are testing after the effective date of this handbook, you are required to check the website to determine if this version is currently in effect. You will be tested based on the effective version of the handbook at the time of the test regardless of when you completed the course.**

**VERSION 14 EFFECTIVE 10/01/2018 (Changes are in RED)**

## Contact Information

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### Questions regarding test applications-test scheduling-eligibility to test:

D&S Diversified Technologies	8:00 am to 6:00 pm M-F (EST)	(877) 201-0758
333 Oakland Avenue	8:00 am to 2:00 pm Saturday (EST)	
Findlay, OH 45840		

### Questions about registry status:

Tennessee Nurse Aide Registry		(615) 532-5171
665 Mainstream Drive	8:00 a.m. to 4:30 p.m. M-F (CST)	fax (615) 248-3601
2nd Floor		
Nashville, TN 37243		

Tennessee Department Of Health Website:

<https://www.tn.gov/content/tn/health/health-professionals/hcf-main/hcf-programs/nai.html#programs>

Verification of Licensure: <https://apps.health.tn.gov/Licensure/>

Training Programs: [https://apps.health.tn.gov/nurseaide/natf\\_criteria.aspx](https://apps.health.tn.gov/nurseaide/natf_criteria.aspx)

Abuse Registry: <https://apps.health.tn.gov/AbuseRegistry/default.aspx>

### Questions about training programs:

Training Program Information and Abuse Registry	(615) 253-6085
Main Switchboard, Renewals, Name Changes and Address Changes	(615) 532-5171
Challenges, Reciprocities and Verifications	(615) 741-7173

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## **Introduction**

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for nurse aides who work in such facilities. Each state is responsible for following the requirements of this federal law.

As defined in the OBRA regulations, a nurse aide competency evaluation program provides specific standards for nurse aide related knowledge and skills. The purpose of a nurse aide competency evaluation program is to ensure that Candidates who are seeking to be nurse aides can competently and safely perform the job of an entry-level nurse aide.

This handbook describes the process of taking the nurse aide competency test and is designed to help prepare Candidates for testing. There are two parts to the nurse aide competency test—a multiple-choice Written/Oral Test and a Skill Test. Candidates must pass both parts of the test to be listed on the Tennessee Nurse Aide Registry.

The Tennessee Department of Health has approved D&S Diversified Technologies to provide test scheduling, tests and scoring services for Tennessee Nurse Aide Testing. Any questions you have after reading this handbook can be answered by checking the Tennessee page on our web site ([www.hdmaster.com](http://www.hdmaster.com)) or calling D&SDT toll free at 877-201-0758. This handbook should be kept for future reference. General information regarding the Tennessee Nurse Aide program may also be found at [https://apps.health.tn.gov/nurseaide/natf\\_criteria.aspx](https://apps.health.tn.gov/nurseaide/natf_criteria.aspx). Once on the State home page, choose Health Professionals/Licensing Boards and from there click on Nurse Aides. To determine the status of your Tennessee nurse aide certification, you may either log onto <https://apps.health.tn.gov/Licensure//health> and click on License Verification, or you may visit the Tennessee Abuse/Nurse Aide Registry at <https://apps.health.tn.gov/AbuseRegistry/default.aspx> or call them at 1-800-778-4504.

## **Applying to Take the Tennessee Nurse Aide Test**

1. Registration through the [www.hdmaster.com](http://www.hdmaster.com) website requires you to enter your test ID number and PIN. If you do not have this information, please call our office.
  - a. From the [www.hdmaster.com](http://www.hdmaster.com) homepage, select Tennessee under the Nurse Aide column, select Student/Candidate button under the Candidate Forms column.
  - b. You will enter the required login information and once you are in your record, you will need to read and answer the questions at the bottom of the screen.
  - c. Place a check mark in the box by the Attestation heading.

- d. Click the Prepay by Credit Card button and enter your payment information (Visa or MasterCard only).
  - e. After the payment has been made you will be able to select your test site and date from the appropriate drop down menus.
  - f. After selecting the test location and date you would like to attend, you must click the Submit Updates button at the top of the screen. Once you have successfully scheduled yourself, the test notification will appear on your screen. If you do not see the test notification, you are not scheduled to test.
2. If you prefer to mail your paperwork to our office, you may visit our website and print the 1101 and 1402 forms that you will be required to submit.
    - a. You will need to mail or fax the 1101, 1402 and a copy of your training certificate to our office. If you fax the application you must pay by Visa or MasterCard and you will be billed a \$5.00 fax fee in addition to the applicable testing fee.

Applicants wishing to test in less than 10 business days from the date D & S receives their application are required to pay \$15 Express Service Fee and \$19.50 Overnight Shipping. (Candidates testing at WebETest sites only pay \$15 Express Service Fee)

## Important Notes

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- ❖ Incomplete applications will be returned to the candidate. (missing information, illegible applications, missing signature, missing payment or incorrect payment.)
- ❖ **DO NOT send personal checks** or cash.
- ❖ We accept Money Orders, Cashier's Check, Facility Checks, Facility Purchase Orders, MasterCard, Visa and Prepaid Visa or MasterCard.
- ❖ Applications **must be received in the Findlay office 10 business days before the requested test date. EXCLUDING SUNDAYS AND HOLIDAYS.**
- ❖ All test dates are filled on a first come, first served basis.
- ❖ D & S will notify the candidate via mail or e-mail of their test date and time. **You are responsible to call the Findlay office if you do not receive an EMAIL or WRITTEN response within five business days of submitting your application at 1-877-201-0758.**
- ❖ Prior to your testing day you should check our website to ensure that no changes have occurred in the skills and/or testing protocols since your training class completion at [www.hdmaster.com](http://www.hdmaster.com), then click on Tennessee.

## ADA Accommodations

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The Tennessee Department of Health and D & S Diversified Technologies Nurse Aide Testing program provides reasonable accommodations for applicants with disabilities or limitations that may affect their ability to take the Nurse Aide Competency Exam. Accommodations are granted in accordance with the Americans with Disabilities Act. If you are a candidate with a disability or limitation for which you wish to request an accommodation, please complete form 1404TN located on our web site at [www.hdmaster.com](http://www.hdmaster.com) and return completed forms and supporting documentation to D & S Diversified Technologies or call-1-877-201-0758 or-1-877-851-2355 for information.

## Test Day

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- ❖ You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your test is scheduled to start.
- ❖ You must bring a SIGNED, NON-EXPIRED, GOVERNMENT ISSUED PHOTO ID (must be U.S. government issued: drivers license, state ID, passport (must have photo, signature and expiration date to be used), handgun carry permit or military ID) and your SOCIAL SECURITY CARD. You must bring original ID's to testing, photocopies or faxes are not allowed for any ID. You must bring the **ORIGINAL** Social Security card to testing; we will not accept the letter from the social security office. It will take at least 14 days to receive your new Social Security card once it has been ordered.

Please do not schedule a test date until you have the new card. You will not be admitted for testing if you do not bring these TWO proper forms of ID and you will have to reapply and repay for a new testing date. The candidate name on both of the IDs must match EXACTLY the name entered into the database for the candidate; if the names do not match EXACTLY you will be considered a no show for testing. Any names changes that need to be made (due to marriage, divorce, etc...) must have legal documentation submitted to our office at least 48 hours prior to the scheduled test date.

- ❖ You must be in full **clinical attire** including clinical shoes (no flip flops or sandals) and hair pulled back. If you do not have appropriate required attire you will not be able to test and viewed as a no show and forfeit your testing fee. Your test notification letter should be with you, although they are not required. Clinical Attire is mandatory and you will be turned away as a no show if you do not have clinical attire, clinical shoes and long hair tied back for both the written and skills test sessions.
- ❖ Please bring several sharpened Number 2 pencils with erasers for your paper written test. **DO NOT BRING or USE INK PENS.** The scanner won't read answers recorded in ink.
- ❖ Wrist watches are prohibited at all test events. Due to recent advancements in technology, there are now fully functional wrist watch cell phones with full internet access.

## **WebETest**

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Online testing is available at several regional sites in Tennessee. Candidates take their written test via the computer. The Observer uses a computer to evaluate the candidate on the skills portion of the exam. WebETest results are normally available the next business day after 3:00 PM **excluding Sundays and Holidays.**

## **Online Written Practice Test**

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We have restructured our website to better serve you. The [hdmaster.com](http://hdmaster.com) website now offers a free written test question of the day and a free online 10 question practice test. For the free online 10 question practice test, the questions remain the same. For the question of the day, it changes daily. A mastery learning testing method is used. Candidates must get the question correct before they may move onto the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group purchase plans are available. Visit [hdmaster.com](http://hdmaster.com) and follow the prompts.

## **Testing Policy**

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The following policies are observed at each test site—

- ❖ **If you arrive late for your confirmed test, or if you do not bring the two required IDs, you will not be admitted to the test and your test fee will NOT be refunded if you are an advance pay candidate. The candidate name on both of the IDs must match EXACTLY the name entered into the database for the candidate; if the names do not match EXACTLY you will be considered a no show for testing. You will be required to resubmit your paperwork and repay the entire fee to reschedule.** Facilities who submit candidates that are TDH funded will be billed a \$40.00 no show fee per candidate.
- ❖ **You must be in full Clinical Attire including clinical shoes (no flip flops or sandals) and hair pulled back for all test sessions written and skills. If you do not have appropriate required attire you will not be able to test and viewed as a no show and forfeit your testing fee.**
- ❖ **NO CELL PHONES, ELECTRONIC DEVICES OF ANY KIND OR PERSONAL ITEMS ARE PERMITTED IN THE TESTING ROOM. Anyone caught with these items will be asked to leave and will forfeit their testing fee. Anyone caught USING, TEXTING OR PHOTOGRAPHING on a cell phone or any type of device during testing will be removed from the testing area, forfeit testing fees and will not be permitted to test for six months or without the approval of the Tennessee Department of Health.**
- ❖ **Candidates may not have coats or hooded apparel over the head during testing due to security reasons.**
- ❖ Candidates with long hair are asked to pull it back to ensure that no blue tooth devices are being used.
- ❖ You are **not** permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. **Test sites, Observers or Proctors are not responsible for personal items brought to testing.** The only exception is a word for word language translation dictionary that you must show to the written test proctor and Test Observer before you start the written test. **No electronic translation dictionaries or dictionaries**

with definitions are permitted. If any documentation or writing is in the translation dictionary book you will not be able to use it during testing.

- ❖ **You must provide the required U.S. government issued ID's and sign in on the required form with the tester or you will not be allowed to test. The candidate name on both of the IDs must match the name entered into the database for the candidate; if the names do not match you will be considered a no show for testing.** Any name changes that need to be made (due to marriage, divorce, etc...) must have legal documentation submitted to our office at least 48 hours prior to the scheduled test date.
- ❖ You may not take any notes or other materials from the testing room.
- ❖ Study materials may not be brought to the test or used during testing.
- ❖ You are not permitted to eat, drink or smoke during the test.
- ❖ If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test, classified with a no show status and reported to your training program and the Tennessee Department of Health.
- ❖ **No visitors, guests, instructors, pets or children are allowed during testing. If you bring visitors, guests, instructors, pets or children you will be asked to leave and forfeit testing fees then you will be required to resubmit your application and repay.**
- ❖ You may not test if you have any type of physical limitation (excluding pre-arranged ADA's) that would prevent you from performing your duties as a CNA (examples: Cast, Braces, Crutches, etc.) Call D&S immediately if you are on doctor's orders and you must **fax (419-422-7395) or email ([hdmastereast@hdmaster.com](mailto:hdmastereast@hdmaster.com)) a doctor's order within 5 working days of your scheduled testing day** to qualify for a free reschedule.
- ❖ You should plan to be at the test site for **4 to 6 hours** on the day of your test.
- ❖ Wrist watches are prohibited at all test events. Due to recent advancements in technology, there are now fully functional wrist watch cell phones with full internet access.

**Refusal to obey the above testing policy guidelines could result in the forfeit of your testing fee and you will be required to re-submit your application and repay.**

## **Reschedule/Cancellation/No Show Policy**

- ❖ **Reschedules-** An individual candidate may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up to **24 business hours prior to the actual testing time** (excluding Sundays and holidays). Reschedules must occur **within 60 days** of the actual testing date. If reschedules are not made within the 60 days you will be charged a \$35 reschedule fee. Any further reschedules **will be charged at the rate of \$35** which must be paid before the reschedule can occur. **No refunds will be granted after 120 calendar days.**
- ❖ **Cancellations-** Tests must be cancelled at least 24 business hours prior to the test date excluding Sundays and holidays. Cancellations made at least 24 business hours prior to the test date will be given a full refund minus a \$25 cancellation fee. **All cancellations must be submitted to D&S in writing through fax or email. Facilities funded by TDH will be billed a \$25 cancellation fee for all candidates cancelled at least 24 business hours prior to the test date.**
- ❖ **No Shows-** Non-TDH funded candidates who no show for a scheduled test will be required to resubmit an application and repay the entire test fee to be scheduled again. Facilities submitting TDH funded candidates will be billed a \$40 no show fee and will be required to resubmit a new application to be scheduled for testing. **If you fax supporting documentation to our office you are required to contact our office to ensure that we have received the documentation within the required timeframe and that it meets the requirements for a free reschedule. If you do not contact our office and we did not receive the supporting documentation, you will be unable to resubmit if you are outside of the required timeframe.**

**If you No Show for any of the following reasons you must provide the following documentation within the required time frame to be eligible for a reschedule:**

- ❖ **Car breakdown:** A tow bill faxed within **48 hours** of the test date, if we do not receive proof within 48 the hour time frame you will remain a No Show.
- ❖ **Medical emergency:** Doctor's notes within **5 business days (Sundays and holidays excluded)**. **You must see the doctor or other healthcare provider prior to or on the day of the test and the note must cover the date of the test.** If we do not receive proof within the 5 business days time frame you will remain a No Show.
- ❖ **Death in the family:** Obituary's for **immediate family only** within **14 business days** from a missed test date otherwise you will remain a No Show. The obituary must include the funeral date and your name in order to qualify for the free reschedule.

**Winter Weather Policy**– Testing will proceed as scheduled unless you are called by D&S to reschedule. If testing is not cancelled and you do not go, you will be considered a no show for testing.

**Test Dispute**–If you dispute your test results, a step-by step explanation of skill steps demonstrated must be received at the D&S Diversified Technologies office within **10 days of your test event along with the \$25.00 test dispute fee**. If we receive your dispute without the \$25.00 payment or outside of the 10 day period, it will not be processed and it will be shredded. If the dispute is found in your favor the dispute fee will be refunded. If it is determined your results will remain the same or if you are given a free reschedule the fee will not be refunded. After a candidate reaches the age of 18, we will only discuss test results or test disputes with the candidate or training program. We will not review test results or test disputes with family members or others on behalf of the candidate once the candidate is 18 years of age.

## Security

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Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months after complete review of the circumstances by D&S DT and the Tennessee Department of Health. Study materials may not be brought to the test or used during testing. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room and your name will be reported to the appropriate agencies.

## Test Results

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After you have successfully passed both the Written/Oral Test and Skill Test, you will be placed on the Tennessee Nurse Aide Registry and receive a score report from D&SDT. When you pass your test **your certification card will be issued by the TN Nurse Aide Registry and you should receive the card within 4-6 weeks after your test.**

If you fail either portion of the certification test you must reapply to retake the NA test. Procedures for reapplying and **detailed test diagnostics** are included with failure notification letters. Test results can also be obtained by visiting [www.hdmaster.com](http://www.hdmaster.com) clicking on Tennessee. Candidates will then have to enter their identification number (social security number), test date and date of birth. After a candidate reaches the age of 18, we will only discuss test results or test disputes with the candidate or training program. We will not review test results or test disputes with family members or others on behalf of the candidate once the candidate is 18 years of age.

## The Registry

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The Tennessee Nurse Aide Registry maintains information regarding the status of nurse aides in Tennessee. The Registry operates according to federal and state requirements and guidelines. Anyone may contact the Registry to inquire about his or her status as a nurse aide. Contact the Tennessee Nurse Aide Registry at 615-532-5171 with questions about lapsed certification, challenging the nurse aide test and transfer of certification to or from another state.

## Instructions for CNA Renewals

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Certified Nurse Aides are required to re-certify every two years and **must provide verification of having worked at least one 8 hour shift during the past 24 months in a state licensed or certified facility. (Note: Private duty services, sitter, companion services, private physician's offices are not accepted for renewal.)** The proof of employment must be in the form of a pay stub, a payroll printout or a notarized attestation form. The pay stub and payroll printout must contain the individual's social security number and place of employment. The notarized attestation, which is completed by the facility where the individual worked, must include the individual's name, social security number, date the individual worked & hours, the name and title of the individual verifying this information and the notary must be provided by the facility. Please contact the Nurse Aide Registry with any questions at 615-532-5171 or 800-778-4504.

## Online Training Reports

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Training programs are able to access training program reports for any time period they choose by visiting [www.hdmaster.com](http://www.hdmaster.com) and clicking on Tennessee. The training program will then be required to enter their facility ID, PIN and select the date range for the selected report. These reports are for the training programs use only.

## Sample Questions

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The following questions are samples of the kinds of questions that you will find on the Written/Oral Test. Check your answers to these questions using the answers below.

**1. Clean linens that touch the floor should be:**

- (A) Picked up quickly and placed back on the clean linen cart
- (B) Used immediately on the next resident bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

**2. A soft, synthetic fleece pad placed beneath the resident:**

- (A) Takes pressure off the back
- (B) Provides warmth for the resident
- (C) Gives the resident a sense of security
- (D) Should only be used with bedridden residents

**3. A resident's psychological needs:**

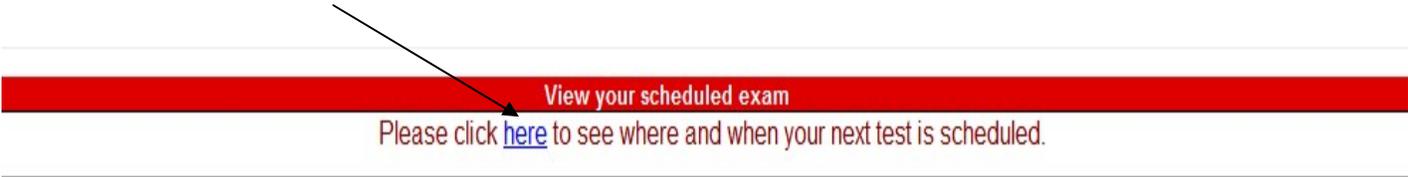
- (A) Should be given minor consideration
- (B) Make the resident withdrawn and secretive
- (C) Are nurtured by doing everything for the resident
- (D) Are nurtured when residents are treated like individuals

Answers: 1c, 2a, 3d.

## On-Line Test Notification

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**SCHEDULED TEST NOTIFICATIONS CAN BE ACCESSED ON THE WEB SITE HOME PAGE at [www.hdmaster.com](http://www.hdmaster.com). ENTER YOUR SOCIAL SECURITY or TEST ID # AND STATE.**



View your scheduled exam

Please click [here](#) to see where and when your next test is scheduled.

## The Written/Oral Test

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A Written Test Proctor will hand out materials and give instructions for taking the Written Test. You **will have a maximum of ninety (90) minutes to complete the 75 question Written Test. You will be told when fifteen (15) minutes remain.** You may not ask questions about the content of the Written Test (such as “What does this question mean?”). Fill in only one (1) oval on the answer sheet for each question. **DO NOT mark in the testing booklet.** Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet. **You must have a score of 75% or better on the written portion of the test to pass the written portion.** You may be taking the written test on a computer at selected test sites. Your Written Test Proctor will have you answer ten practice questions on the computer and answer all your questions about taking the test on a computer before your written test starts.

The written test may be taken in English or in Spanish. You will select your language of choice when you apply to take the test. If you choose to take the test in Spanish there will be an English comprehension component that will be part of the written test that you will have to successfully complete. **Ten of the questions will not be printed in Spanish and MUST be read in English and answered without aide. These ten questions serve as the reading comprehension requirement.**

An Oral Test may be taken in conjunction with the Written Test if you have difficulty reading English or Spanish. If you want to take the Oral Test you must request it when you submit your application. The questions are read to you

from a cassette tape in addition to having the written test booklet and scan form. **Ten of the questions will not be read on the oral tape and MUST be read in English and answered without aide of the oral tape. These ten questions serve as the reading comprehension requirement.**

You may be asked to answer some additional questions on which statistical information will be collected for use in constructing future tests. Your responses to these questions will not affect your score and are voluntary.

All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution, their test will not be scored and they will be reported to the Tennessee Department of Health.

## **Written Test Content Outline**

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The **Written Test consists of 75 multiple-choice questions.** Questions are selected from the following subject areas and include questions from all the required categories as defined in OBRA regulations. The subject areas and the number of questions ( ) from each subject area are as follows:

- |                          |                                  |
|--------------------------|----------------------------------|
| 1) Safety (8)            | 7) Communication (6)             |
| 2) Infection Control (5) | 8) Data Collection (4)           |
| 3) Personal Care (7)     | 9) Basic Nursing Skills (11)     |
| 4) Mental Health (4)     | 10) Role and Responsibility (11) |
| 5) Care Impaired (5)     | 11) Disease Process (5)          |
| 6) Resident Rights (5)   | 12) Aging Process (4)            |

## **The Skill Test**

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The purpose of the Skill Test is to evaluate your performance on a subset of the nurse aide care tasks that you learned during your training program. You will find a complete list of skill tasks printed later in this handbook. Hand washing will be one of the tasks you will need to perform. Four (4) additional tasks will be randomly selected from the list for you to perform on your Skill Test. The steps that are listed in this handbook are the scored steps for each skill. **You must have a score of 80% on each task without missing any key steps (the bolded steps) to pass the skill portion of the test.** If you fail a single task you will have to take another skill test with five tasks on it, one of which will be the one you failed. If you fail two or more tasks you will have to take another complete Skill Test that will have at least one of the tasks that you failed included on your new Skill Test.

- ❖ Each of the five scenarios associated with your five assigned tasks will be read to you immediately before you do each task.
- ❖ Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the five scenarios repeated anytime during your skill test.
- ❖ Be sure you understand all instructions before you begin because you may not ask questions once the Skill Test begins.
- ❖ You will be given **thirty-five minutes to complete the five (5) tasks.** You must correctly perform all five (5) tasks in order to pass the Skill Test. You will be told when 15 minutes remain.
- ❖ If you believe you have made a mistake while performing a task, inform the Test Observer of the needed change and then repeat the task or the step on the task that you believe you performed incorrectly. You may repeat any step or steps you believe you have performed incorrectly any time during your allotted **35 minutes** or until you tell the Test Observer you are finished with the Skill Test. Once the Skill Test has begun, the Test Observer may not answer any questions.

## **Manual Skills Listing**

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**Every step must actually be performed and demonstrated during testing to receive credit. The only exception is after completing the handwashing skill, handwashing may be verbalized for the remaining four (4) skills**

## Skill 1—Handwashing

1. Knocks on door.
2. Introduces themselves to the resident.
3. Turns on water.
4. Wets hands.
5. Applies liquid soap to hands.
6. Rubs hands together using friction.
7. Interlaces fingers pointing downward.
8. Washes all surfaces of hands and wrists with liquid soap.
9. Rinses hands thoroughly under running water with fingers pointed downward.
10. Dries hands on clean paper towel(s).
11. Turns off faucet with a clean dry paper towel. (Cannot use a previously used paper towel to turn off the faucet.)
12. Discards paper towels to trash container as used.
13. **Does not re-contaminate hands at any point during the procedure.**

## Skill 2—Ambulation With Gait Belt

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to be performed to the resident and obtains gait belt.
4. Lowers bed until residents feet are flat on the floor.
5. **Locks bed brakes to ensure resident's safety.**
6. **Locks wheelchair brakes to ensure resident's safety.**
7. Brings resident to sitting position and places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident.
8. Assists resident to put on non-skid slippers.
9. Brings resident to standing position, using proper body mechanics.
10. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident at least 10 steps.
11. Assists resident to pivot and sit in a wheelchair in a controlled manner that ensures safety. Removes gait belt.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device within easy reach of the resident.
14. Identifies that hands should be washed.

## Skill 3—Ambulation with Walker

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. **Locks bed wheels to ensure resident's safety.**
5. **Locks wheelchair brakes to ensure resident's safety.**
6. Brings resident to sitting position.
7. Assists resident in putting on non-skid slippers.
8. Positions walker correctly.
9. Assists resident to stand, stabilizes walker and insures resident has stabilized walker.
10. Positions self behind and slightly to side of resident.
11. Safely ambulates resident at least 10 steps.
12. Assists resident to pivot and sit in a wheelchair, using correct body mechanics.
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

## Skill 4—Backrub

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.

5. **Assists resident to turn onto side away from the candidate toward center of the bed.**
6. Exposes back. (verbalize)
7. Candidate pours a small amount of lotion onto their own hands (verbalize) and rubs hands together to warm.
8. Rubs entire back in upward, outward motion.
9. Returns resident to a position of comfort and safety.
10. Lowers bed to lowest position.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signaling device within easy reach of the resident.
13. Identifies that hands should be washed.

## Skill 5—Bedpan and Output

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains the procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Candidate puts on gloves after gathering supplies and preparing the area.
6. Positions resident on bedpan correctly and safely using correct body mechanics.
7. Raises head of bed to comfortable level.
8. Leaves call light and tissue within reach of resident and candidate indicates they are providing privacy by stepping behind the privacy curtain. When signaled by Test Observer, candidate returns.
9. Gently removes bedpan and holds while Observer adds a known quantity of fluid.
10. With graduate at eye level on previously designated flat surface, measures output.
11. Empties into toilet or designated location, rinses and dries the equipment and returns equipment to storage. Flushes toilet if used.
12. Removes gloves by turning inside out and disposes of gloves.
13. Identifies that hands should be washed
14. **Washes/assists resident to wash and dry hands with soap & water after removing gloves.**
15. Records output on pad.
16. **Candidate's measurement reading is within 30ccs of Test Observer's reading.**
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device within easy reach of the resident.
19. Identifies that hands should be washed.

## Skill 6 — Blood Pressure

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Assists resident into a comfortable sitting or recumbent position with forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
6. Rolls resident's sleeve up about five inches above the elbow.
7. Applies the appropriate size cuff around the upper arm just above the elbow.
8. Cleans earpieces of stethoscope appropriately and places in ears.
9. Locates brachial artery.
10. Places stethoscope over brachial artery.
11. Holds stethoscope snugly in place.
12. Inflates cuff until 30mm above the average systolic rate provided by RN test observer.
13. Slowly releases air from cuff to disappearance of pulsations. Removes cuff.
14. Records reading on pad.
15. **Candidate's recorded systolic and diastolic blood pressures are within 4 mm of the Test Observers.**
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Leaves call light or signal calling device within easy reach of the resident.
18. Identifies that hands should be washed.

## Skill 7—Catheter Care

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Fills basin with comfortably warm water.
6. Covers resident with a bath blanket or clean sheet to maintain privacy. (must be done before putting on gloves)
7. Put on gloves after gathering supplies and preparing the area.
8. Verbalizes and physically checks to see that urine can flow, unrestricted, into the drainage bag.
9. Verbalizes and checks the area around the urethra for signs of leakage.
10. Uses soap and water to carefully wash around the drainage tube where it exits the urethra.
11. **Holds catheter near the urethra to prevent tugging on catheter and cleans 3-4 inches away from the urethra down the drainage tube.**
12. **Cleans with strokes only away from the urethra, uses a clean portion of the wash cloth with each stroke.**
13. Using a clean washcloth rinses using strokes away from urethra, using a clean portion of the washcloth with each stroke.
14. Pats dry with a clean towel.
15. **Does not allow the tube to be pulled at any time during the procedure.**
16. Replaces top linen over resident and discards bath blanket in the appropriate container.
17. Leaves resident in a position of safety and comfort.
18. Empties, rinses and dries the equipment and returns equipment to storage.
19. Disposes of linen in the appropriate container.
20. Removes gloves turning inside out and disposes in the appropriate container.
21. Maintains respectful, courteous interpersonal interactions.
22. Leaves call light within reach of resident.
23. Identifies hands should be washed.

## Skill 8—Denture Care

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Places protective lining (wash cloth) in the sink basin to help prevent damage to the dentures.
5. Puts on gloves after gathering supplies and preparing the area and removes dentures from cup.
6. Handles dentures carefully to avoid damage, rinses the denture cup.
7. Applies cleaning solution and thoroughly brushes dentures including the inner, outer, and chewing surfaces of upper and lower dentures. Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.
8. Rinses dentures using clean cool water.
9. Places dentures in rinsed cup.
10. Adds cool clean water to denture cup.
11. Cleans and dries equipment and returns to storage.
12. Discards protective lining in an appropriate container.
13. Removes gloves by turning inside out and disposes of gloves in an appropriate container.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device within easy reach of the resident.
16. Identifies that hands should be washed.

## Skill 9—Dressing Resident

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains the procedure to the resident.
4. Provides privacy for resident pulls curtain.
5. Raises bed to between mid-thigh and waist level.
6. Keeps resident covered while removing gown.
7. Removes gown from unaffected side first.
8. Places used gown in laundry hamper.
9. **When dressing the resident in a shirt or blouse, the Candidate inserts their hand through the sleeve of the shirt or blouse and grasps the hand of the resident, dressing from the affected side first.**

10. **When dressing the resident in pants, the Candidate assists the resident to raise their buttocks or turns resident from side to side and draws the pants over the buttocks and up to the resident's waist, always dressing from the affected side first.**
11. When putting on the resident's socks, the Candidate draws the socks up the resident's foot until they are smooth.
12. Lowers bed.
13. Leaves the resident comfortably and properly dressed (pants pulled up to waist front and back and shirt completely buttoned).
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device within easy reach of the resident.
16. Identifies that hands should be washed.

### **Skill 10—Emptying a Urinary Drainage Bag**

1. Knocks on door
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Puts on gloves after gathering supplies and preparing the area.
6. **Places a clean barrier on the floor under the drainage bag (paper towel or linen).**
7. Places the graduate on the previously placed barrier. Opens the drain to allow the urine to flow into the graduate until the bag is empty.
8. Avoids touching the graduate or urine in the graduate with the tip of the tubing. Closes the drain.
9. **Wipes the drain with uncontaminated antiseptic wipe.**
10. Places graduate at eye level on a flat surface and measures output.
11. Empties graduate into toilet. Rinses and dries equipment. Returns equipment to storage.
12. Discards barrier in the appropriate container.
13. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container.
14. Leaves resident in a position of safety and comfort.
15. Records the output in cc/ml on signed recording sheet.
16. **Candidate's measurement is within 25cc of Observer's measurement.**
17. Places call light within reach of resident.
18. Maintains respectful, courteous interpersonal interactions.
19. Identifies that hands should be washed.

### **Skill 11—Feeding the Dependent Resident**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Candidate looks at diet card and verbally indicates that resident has received the correct tray.
5. Positions the resident in an upright position. At least 45 degrees.
6. Protects clothing from soiling by using napkin, clothing protector or towel.
7. **Washes and rinses resident's hands with soap & water before feeding. Dries resident's hands.**
8. Discards soiled linen appropriately.
9. **Sits down in a chair facing the resident while feeding resident.**
10. Describes the foods being offered to the resident.
11. Offers water or other fluid frequently.
12. Offers food in small amounts at a reasonable rate, allowing resident to chew and swallow.
13. Wipes resident's hands and face during meal at least once.
14. Leaves resident clean and in a position of comfort.
15. Records intake in percentage of total solid food eaten on pad.
16. **Candidate's calculation must be within 25% of the solids consumed.**
17. Candidate records total (sum) of fluid intakes from two glasses in cc/ml on recording pad provided.
18. **Candidates calculation is within 30cc/ml of the fluids consumed.**
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signaling device within easy reach of the resident.
21. Identifies that hands should be washed.

## Skill 12—Hair Care

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Places towel on shoulders.
5. Asks resident how they would like their hair combed.
6. Combs/brushes hair gently and completely.
7. Discards linen in appropriate container.
8. Leaves hair neatly brushed, combed or styled.
9. Maintains respectful, courteous interpersonal interactions at all times.
10. Leaves call light or signaling device within easy reach of the resident.
11. Identifies that hands should be washed.

## Skill 13—Isolation Gown and Gloves

1. Identifies that hands should be washed.
2. Candidate unfolds the gown.
3. Candidate faces the back opening of the gown correctly with seams and tags on the inside.
4. Candidate places arms through each sleeve.
5. Candidate secures the neck opening by fastening behind the neck.
6. Candidate secures the waist, making sure that the back flaps completely cover clothing.
7. Candidate puts on gloves overlapping gown sleeves at the wrist.
8. **When directed the Candidate will remove the gloves, turning inside out, and dispose of gloves in biohazard container before removing gown.**
9. Unfastens gown at the neck after gloves have been removed.
10. Unfastens gown at the waist after gloves have been removed.
11. Candidate will remove the gown by folding soiled area to soiled area.
12. Disposes of gown in a biohazard container.
13. Identifies that hands should be washed.

## Skill 14—Making an Occupied Bed

1. Knocks on door.
2. Identifies that hands should be washed.
3. Gathers linen and transports correctly without touching uniform.
4. Places clean linen over back of chair, drapes over foot of bed or on overbed table.
5. Explains procedure to resident.
6. Provides privacy for resident pulls curtain.
7. Raises the bed between mid-thigh and waist level.
8. **Resident is to remain covered at all times.**
9. **Assists resident to turn onto side away from the candidate toward the center of the bed.**
10. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed. Does not leave resident on the bare mattress at any time.
11. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back and unfolds remaining half.
12. Secures two fitted corners.
13. **Assists resident to roll onto his/her other side over the clean bottom linen.**
14. Removes soiled linen without shaking, and places in hamper. Avoids placing dirty linen on the over bed table, chair or floor.
15. Avoids touching linen to uniform.
16. Pulls through and smooths out the clean bottom linen leaving tight and free of wrinkles.
17. Secures other two fitted corners.
18. **Places resident on his/her back maintaining correct body alignment (must verbalize checking).**
19. Places clean top linen and blanket or bedspread over covered resident. Removes used linen making sure the resident is unexposed at all times.
20. Disposes of soiled linen in hamper.
21. Tucks in top linen and blanket or bedspread at foot of the bed only. (Except for the mitered corners, does not tuck in linens on the sides).

22. Makes mitered corners at the foot of the bed. Leaves bed neat and completely made.
23. Applies clean pillowcase, with zippers and/or tags to inside.
24. Gently lifts resident's head when replacing the pillow.
25. Lowers bed.
26. Maintains respectful, courteous interpersonal interactions at all times.
27. Leaves call light or signalling device within easy reach of the resident.
28. Identifies that hands should be washed.

### **Skill 15—Making an Unoccupied Bed**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Gathers linen and transports correctly.
4. Places clean linen over back of chair, drapes over foot of bed or on overbed table.
5. Raises the bed between mid-thigh and waist level
6. Removes soiled linen from bed without touching uniform.
7. **Places removed linen in appropriate place (does not put dirty linen on the overbed table or clean or dirty linen on the floor).**
8. Applies bottom fitted sheet, keeping it straight and centered.
9. Makes bottom linen smooth and/or tight, free of wrinkles.
10. Places clean top linen and blanket or bed spread on the bed.
11. Tucks in top linen and blanket or bedspread at the foot of the bed only. (Except for the mitered corners, does not tuck in linens on the sides).
12. Makes mitered corners at the foot of the bed.
13. Applies clean pillowcase with zippers and/or tags to inside of pillowcase.
14. Leaves bed completely and neatly made.
15. Returns bed to lowest position.
16. Identifies that hands should be washed.

### **Skill 16—Mouth Care**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Provides privacy for resident pulls curtain.
5. Drapes the chest with towel to prevent soiling.
6. Candidate puts on gloves after gathering supplies and preparing the area.
7. Wets brush and applies a small amount of cleaning solution .
8. **Brushes resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth. If available, toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.**
9. Cleans tongue.
10. Assists resident in rinsing mouth.
11. Wipes resident's mouth, removes soiled linen and places in appropriate container.
12. Empties, rinses and dries emesis basin. Rinses toothbrush or disposes of toothette in the appropriate container. Returns emesis basin and toothbrush to storage.
13. Removes gloves by turning inside out and disposes of gloves in the appropriate container.
14. Leaves resident in position of comfort.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device within easy reach of the resident.
17. Identifies that hands should be washed.

### **Skill 17—Mouth Care Comatose Resident**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Provides privacy for resident pulls curtain.
4. Explains procedure to the resident.

5. **Positions resident in semi-Fowler's position with head turned well to one side or positions resident on side as appropriate to avoid choking or aspiration.**
6. Drapes chest/bed as needed to protect from soiling.
7. Candidate puts on gloves after gathering supplies and preparing area.
8. Uses swabs and/or toothbrush and a small amount of cleaning solution (NO TOOTHPASTE).
9. Gently and thoroughly cleans the inner, outer, and chewing surfaces of all upper and lower teeth.
10. Gently and thoroughly cleans the gums.
11. Gently and thoroughly cleans the tongue.
12. Cleans, dries mouth area.
13. Returns resident to a position of comfort and safety.
14. Rinses, dries and replaces equipment; discards disposable items in waste can; discards towel and washcloth in linen hamper.
15. Candidate removes gloves by turning inside out and disposes in the appropriate container.
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Leaves call light or signaling device within easy reach of the resident.
18. Identifies that hands should be washed.

### **Skill 18—Nail Care One Hand**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Immerses nails in comfortably warm water and soaks for at least five (5) minutes. (The five minutes may be verbalized.)
5. Dries hand thoroughly, being careful to dry between fingers.
6. Gently cleans under nails with orange stick.
7. Gently pushes cuticle back with orange stick.
8. Files each fingernail.
9. Rinses and dries equipment and returns to storage. Discards towel in linen hamper.
10. Maintains respectful, courteous interpersonal interactions at all times.
11. Leaves call light or signaling device within easy reach of the resident.
12. Identifies that hands should be washed.

### **Skill 19—Partial Bed Bath-Face, Arm, Hand and Underarm**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Provides privacy for resident pulls curtain.
5. Raises the bed between mid-thigh and waist level.
6. Covers resident with a bath blanket or clean sheet.
7. Removes remaining top bed covers. Fanfolds to bottom of bed or places aside.
8. Removes resident's gown without exposing resident and places in linen hamper immediately after removal.
9. Fills basin with comfortably warm water and places on overbed table or bed side stand.
10. Washes and dries face WITHOUT SOAP.
11. Places towel under arm, exposing one arm.
12. Washes arm, hand and underarm using soap and water.
13. Rinses arm, hand, underarm and dries entire area.
14. Assists resident to put on a clean gown.
15. Properly rinses and dries basin(s) and stores all equipment used.
16. Disposes of soiled linen in appropriate container.
17. Lowers bed.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device within easy reach of the resident.
20. Identifies that hands should be washed.

### **Skill 20—Perineal Care for a Female**

1. Knocks on door.
2. Identifies that hands should be washed.

3. Explains procedure to the resident. (Mannequin)
4. Provides privacy for resident pulls curtain.
5. Raises the bed between mid-thigh and waist level.
6. Fills basin with comfortably warm water. Places basin on overbed table or bedside stand.
7. Places bath blanket or clean sheet over resident. (must be done before putting on gloves)
8. Puts on gloves after gathering supplies and preparing area.
9. Exposes perineum only.
10. Verbalizes separating labia, while physically separating the labia.
11. **Using water and soapy washcloth (no peri wash), cleans both sides of the labia from front to back using a clean portion of a washcloth with each stroke.**
12. Cleans middle of labia from front to back using clean portion of washcloth with each stroke.
13. Rinses and pats dry the area from front to back.
14. Covers the exposed area with the bath blanket or clean sheet.
15. **Assists resident (mannequin) to turn onto side away from the candidate toward the center of the bed.**
16. With a clean washcloth, cleans the rectal area.
17. **Using water, washcloth and soap (no peri wash) cleans rectal area from vagina to rectum with single strokes using a clean portion of a washcloth with each stroke.**
18. Rinses and pats dry area from front to back.
19. Disposes of soiled linen in an appropriate container.
20. Empties, rinses, dries and replaces equipment. Dries table.
21. Removes gloves by turning inside out and disposes of gloves in an appropriate container.
22. Positions resident (mannequin) on back.
23. Lowers bed.
24. Places call light or signaling device within reach of resident.
25. Identifies that hands should be washed.

## Skill 21—Position Resident on Side

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains what is to be done and how the resident may help.
4. Provides privacy for resident pulls curtain.
5. Positions bed flat.
6. Raises the bed between mid-thigh and waist level.
7. From the working side—moves upper body toward self.
8. Moves hips toward self.
9. Moves legs toward self.
10. **Assists/turns resident on side and insures that the resident's face never becomes obstructed by the pillow. (Candidate physically checks and verbalizes checking)**
11. Checks to be sure resident is not laying on his/her arm.
12. Protects bony prominences, under head (must physically check), arm, behind back and between knees by placing support devices such as pillows, wedges, blankets, etc...
13. **Maintains correct body alignment (must verbalize checking).**
14. Lowers bed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device within easy reach of the resident.
17. Identifies that hands should be washed.

## Skill 22—Range of Motion Hip & Knee

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Provides privacy for resident pulls curtain.
5. Raises bed to between mid-thigh and waist level.
6. Positions resident supine (bed flat).
7. Correctly supports joints at all times by placing one hand under the knee and the other hand under the ankle.
8. Moves the entire leg away from the body and verbalizes abduction. (MUST VERBALIZE NAME OF MOTION)

9. Moves the entire leg back toward the body and verbalizes adduction. (MUST VERBALIZE NAME OF MOTION)
10. Completes abduction and adduction of the hip three times.
11. Continues to correctly support joints and bend the resident's knee and hip toward the resident's trunk and verbalizes flexion. (MUST VERBALIZE NAME OF MOTION)
12. Straighten the knee and hip and verbalizes extension. (MUST VERBALIZE NAME OF MOTION)
13. Complete flexion and extension of knee and hip three times.
14. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. (Candidate must ask if they are causing any pain or discomfort).**
15. Leaves resident in a comfortable position and checks and verbalizes good body alignment (MUST VERBALIZE CHECKING GOOD BODY ALIGNMENT).
16. Lowers bed.
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device within easy reach of the resident.
19. Identifies that hands should be washed.

### **Skill 23—Range of Motion One Shoulder**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to the resident.
4. Provides privacy for resident pulls curtain.
5. Positions resident supine (bed flat) on back.
6. Raises bed to between mid-thigh and waist level.
7. Correctly supports the resident's joint by placing one hand under their elbow and the other hand under the resident's wrist.
8. Raises resident's arm up and over the resident's head and verbalizes flexion. (MUST VERBALIZE NAME OF MOTION)
9. Brings the resident's arm back down to the resident's side and verbalizes extension. (MUST VERBALIZE NAME OF MOTION)
10. Completes full range of motion for shoulder through flexion and extension three times.
11. Continue supporting joints correctly and move the resident's entire arm out away from the body and verbalizes abduction. (MUST VERBALIZE NAME OF MOTION)
12. Return the resident's arm to the middle of the resident's body and verbalizes adduction. (MUST VERBALIZE NAME OF MOTION)
13. Complete full range of motion for shoulder through abduction and adduction three times.
14. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement (Candidate must ask if the resident feels any pain or discomfort).**
15. Leaves resident in a comfortable position and checks and verbalizes good body alignment (MUST VERBALIZE CHECKING GOOD BODY ALIGNMENT).
16. Lowers bed.
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device within easy reach of the resident.
19. Identifies that hands should be washed.

### **Skill 24—Stand, Pivot & Transfer With Gait Belt**

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains the procedure to be performed to the resident.
4. Positions wheelchair at the foot or head of the bed.
5. **Locks wheelchair brakes to ensure resident's safety.**
6. **Locks bed brakes to ensure resident's safety.**
7. Lowers bed until resident's feet are flat on the floor.
8. Assists resident to sitting position and places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident.
9. Assists resident to put on non-skid slippers.
10. Brings resident to a standing position using proper body mechanics.
11. With one hand grasping the gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from bed to wheelchair.
12. Assists resident to pivot and sit in a controlled manner that ensures safety.

13. Test Observer will tell the Candidate to transfer the resident back into bed and Candidate brings resident to standing position, using proper body mechanics.
14. With one hand grasping the gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from wheelchair back to bed.
15. Assists resident to pivot and sit on the bed in a controlled manner that ensures safety.
16. Assists resident in removing non-skid slippers and gait belt.
17. Assists resident to move to center of bed and lie down.
18. Makes sure resident is comfortable. Checks and verbalizes that resident is in good body alignment.
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signaling device within easy reach of the resident.
21. Identifies that hands should be washed.

## Skill 25—Vital Signs - Oral Temperature, Pulse and Respiration

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Applies sheath or clean with alcohol pad.
6. Turns on digital oral thermometer and gently inserts bulb end of thermometer in mouth under tongue.
7. Holds thermometer in place for appropriate length of time.
8. Removes thermometer and Candidate reads and records the temperature reading on a pad of paper.
9. **Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
10. Candidate wipes thermometer clean with alcohol pad or discards sheath.
11. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
12. Counts pulse for 60 seconds or 30X2. Then records on the pad of paper.
13. **Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
14. Candidate counts respirations for 60 seconds or 30X2 and records results on the pad of paper.
15. **The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Leaves call light or signaling device within easy reach of the resident.
18. Identifies that hands should be washed.

## Skill 26-Vital Signs-Axillary Temperature, Pulse and Respiration

1. Knocks on door.
2. Identifies that hands should be washed.
3. Explains procedure to resident.
4. Provides privacy for resident pulls curtain.
5. Applies sheath or clean with alcohol pad.
6. Turns on digital thermometer, candidate dries inner armpit and places thermometer in the center of the Axilla.
7. Holds thermometer in place for appropriate length of time.
8. Removes thermometer and Candidate reads and records the temperature reading on a pad of paper.
9. **Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
10. Candidate wipes thermometer clean with alcohol pad or discards sheath.
11. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
12. Counts pulse for 60 seconds or 30X2. Then records on the pad of paper.
13. **Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
14. Candidate counts respirations for 60 seconds or 30X2 and records results on the pad of paper.
15. **The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Leaves call light or signaling device within easy reach of the resident.
18. Identifies that hands should be washed.

## Skill 27—Weighing an Ambulatory Resident

1. Knocks on door.
2. Identifies that hands should be washed.

3. Explains procedure to resident.
4. **Balances scale before weighing resident or zeros if the scale at the test site is an analog scale.**
5. **Insures resident's safety. Locks wheelchair brakes.**
6. Assists resident to stand and walks them to the scale.
7. Assists resident to step on scale.
8. Checks that resident is balanced and centered on scale with arms at side and not holding on to anything that would alter reading of the weight.
9. **Appropriately adjusts weights until scale is in balance or observes analog scale .**
10. Reads weight and returns resident to wheelchair and assists to sitting position.
11. Records weight on pad provided.
12. **Candidate's recorded weight varies no more than 2 lb. from Test Observer's reading.**
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

## Tennessee Written Test Vocabulary List

abandonment	aseptic	cardiac arrest
abdominal thrust	aspiration	cardiopulmonary resuscitation
abductor wedge	assault	cardiovascular system
abnormal vital signs	assistive device	care impaired
absorption	atrophy	care plan
abuse	attitudes	care planning
accidents	authorized duty	cast
activities	axillary temperature	cataract
acute	bacteria	catheter
adaptive	bargaining	catheter care
adaptive devices	basic needs	cc's in an ounce
adaptive equipment	basic skin care	central nervous system
adduction	bath water temperature	cerebral vascular accident
ADL	bathing	chain of command
admission	bed cradle	charge nurse
admitting resident	bed making	chemical restraint
advance directives	bed position	chemical safety
afebrile	bedrails	chemotherapy
affected side	bedrest	CHF
aging process	bedsore	choking
agitation	behavior	chronic
AIDS	behavioral care plan	circulation
alarm	beliefs	circulatory system
alternating pressure mattress	biohazard	clarification
Alzheimer's	bladder training	cleaning
Alzheimer's care	blindness	cleaning spills
ambulation	blood pressure	clear liquid diet
amputees	body alignment	clergy
anatomy	body fluid	cognitively impaired
anger	body mechanics	cold application
angina	body system	cold compress
antibiotics	body temperature	colostomy bag
anti-embolitic stocking	bowel program	colostomy care
anxiety	BP	coma
aphasia	breathing	combative resident
apnea	burnout	comfort care
appropriate response	burns	communicable
arteries	call light	communication
arthritis	cancer	compensation

compression  
conduct  
confidentiality  
conflict resolution  
confused resident  
congestive heart failure  
constipation  
constrict  
contact isolation  
contamination  
contracture  
converting measures  
COPD  
coughing excessively  
CPR  
cueing  
CVA  
cyanotic  
data collection  
death & dying  
decubitus ulcer  
deeper tissue  
defamation  
dehydration  
delegation  
dementia  
denial  
denture care  
dentures  
depression  
development  
developmental disability  
diabetes  
diabetic  
dialysis  
diastolic  
diet  
digestion  
dilate  
discharging resident  
disease  
disease process  
disinfection  
disoriented  
disoriented resident  
disposing of contaminated materials  
disrespect  
disrespectful treatment  
dizziness  
DNR  
documentation  
domestic abuse  
dressing  
droplets  
drowsy  
drug tolerance

dying  
dysphagia  
dyspnea  
dysuria  
edema  
elastic stockings  
elderly  
elevate head  
elimination  
emesis  
emesis basin  
emotional abuse  
emotional needs  
emotional stress  
emotional support  
empathy  
emphysema  
end of life care  
enema  
epilepsy  
ethics  
evacuation  
eye glasses  
falls  
false imprisonment  
fasting  
fecal impaction  
feces  
feeding  
financial abuse  
fire  
fire safety  
first aid  
flatus  
flexed  
flexion  
Foley catheter  
foot care  
Fowler's  
fractures  
fraud  
frayed cord  
free from disease  
frequent urination  
gait belt  
gastric feedings  
gastrostomy tube  
geriatrics  
germ transmission  
gerontology  
gestures  
gifts  
glass thermometer  
gloves  
grand mal seizure  
grieving process

group settings  
hair care  
hallucination  
hand tremors  
hand washing  
hazardous substance  
health-care team  
hearing  
hearing aid  
hearing impaired  
hearing loss  
heart muscle  
heat application  
height  
hemiplegia  
HIPAA  
HIV  
hormones  
hospice  
hydration  
hyperglycemia  
hypertension  
hyperventilation  
hypoglycemia  
I&O  
immobility  
immune  
impaired  
impairment  
incontinence  
indwelling catheter  
infection  
infection control  
infection prevention  
infectious disease  
in-house transfer  
initial observations  
input and output  
in-service programs  
insomnia  
insulin  
intake  
intake and output  
integumentary system  
interpersonal skills  
isolation  
isolation precautions  
jaundice  
job description  
kidney failure  
life support  
lift/draw sheet  
linen  
listening  
living will  
log roll

log rolling  
loose teeth  
low sodium diet  
making occupied bed  
manipulative behavior  
Maslow  
masturbation  
material safety data sheets  
MDS  
measuring height  
measuring temperature  
mechanical lift  
mechanical soft diet  
medical asepsis  
medical record  
medications  
memory loss  
mental health  
mentally impaired  
metastasis  
microorganism  
minerals  
misappropriation  
mobility  
mouth care  
moving  
MSDS  
mucous membrane  
multiple sclerosis  
musculoskeletal  
musculoskeletal system  
myocardial infarction  
nail care  
neglect  
negligence  
new resident  
non-contagious disease  
non-verbal communication  
nosocomial  
nosocomial infection  
NPO  
nurse's station  
nursing assistant's role  
nutrition  
objective  
objective data  
OBRA  
observation  
official records  
ombudsman  
open-ended questions  
oral care  
oral hygiene  
oral temperature  
orientation  
oriented

osteoporosis  
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output  
overbed table  
oxygen  
pain  
palliative care  
paralysis  
paranoia  
Parkinson's  
partial assistance  
passive  
pathogen  
patience  
perineal care  
personal belongings  
personal care  
personal items  
personal protective equipment  
personal stress  
personal values  
pet therapy  
phantom pain  
phone etiquette  
physical needs  
physician's authority  
plaque  
podiatrist  
policy book  
positioning  
postmortem care  
postural supports  
PPE  
pressure ulcer  
preventing falls  
preventing injury  
privacy  
professional boundaries  
progressive  
projection  
pronation  
prone  
prostate gland  
prosthesis  
prothesis  
psychological needs  
psychosis  
psychosocial  
pulse  
QID  
quadriplegia  
quality of life  
radial  
ramps  
range of motion  
rationalization

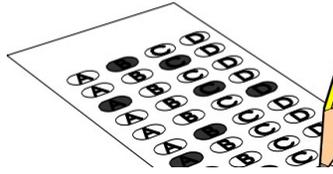
reality orientation  
rectal  
refusal  
regulation  
rehabilitation  
religious service  
reminiscence therapy  
reminiscing  
renewal  
reporting  
reporting abuse  
reposition  
resident abuse  
resident belongings  
resident centered care  
resident identification  
resident independence  
resident pain  
resident pictures  
resident right  
resident treatment  
resident unit  
Resident's Bill of Rights  
resident's chart  
resident's environment  
resident's families  
respectful treatment  
respiration  
respiratory symptoms  
respiratory system  
responding to resident behavior  
responsibility  
restorative care  
restraint  
resuscitation  
rights  
rigidity  
risk factor  
rotation  
safety  
scabies  
scale  
seclusion  
security  
seizure  
self-esteem  
semi fowlers  
sensory system  
sexual harassment  
sexual needs  
sexuality  
sharps container  
shaving  
shearing  
side rails  
Sims position

skilled care facility  
skin integrity  
slander  
smoking  
social needs  
social worker  
soiled linen  
specimen  
spills  
spiritual needs  
sputum test  
standard precautions  
STAT  
stealing  
sterilization  
stethoscope  
stomach  
stress  
stroke  
strong side  
subjective  
subjective data  
substance abuse  
suicide  
sundowning  
supine  
suprapubic  
survey

swelling  
systolic  
TED hose  
telephone etiquette  
temperature  
tendons  
terminal illness  
thermometers  
thickened liquids  
threatening resident  
tips  
toenails  
toileting schedule  
trachea  
transfers  
transporting  
transporting food  
tub bath  
tube feeding  
tubing  
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tympanic  
tympanic temperature  
unaffected  
unconscious  
urethral  
urinary catheter bag  
urinary problems

urinary system  
urinary tract  
urination  
urine  
validation  
validation therapy  
violent behavior  
vision change  
vital signs  
vitamins  
vocabulary  
vomitus  
walker  
wandering resident  
water faucets  
water intake  
water temperature  
weak side  
weakness  
weighing  
weight  
well balanced meal  
well-being  
wheelchair safety  
white blood cells  
withdrawn resident  
workplace violence

# D&SDT TENNESSEE CNA TESTING CHECKLISTS



## Preparing For Test Day Check List

- \_\_\_ 1. US Government Issued, Signed, Non-Expired Photo ID
  - i. (Drivers license, State ID, Military ID, Passport, or Handgun Carry Permit)
- \_\_\_ 2. Original Social Security Card
- \_\_\_ 3. Full Clinical Attire for ALL test dates. Scrub Top, scrub pants/skirt and closed toe shoes.
- \_\_\_ 4. Several #2 sharpened pencils.
- \_\_\_ 5. Remember to plan ahead if you do not know where you are going to test. We recommend that you make a practice run the day before testing.
- \_\_\_ 6. You must arrive at the testing site 20 – 30 minutes prior to your scheduled testing time.
- \_\_\_ 7. No cell phones or electronic devices (i.e.: watches or fitness trackers) will be permitted at the testing site.
- \_\_\_ 8. Long hair pulled back.
- \_\_\_ 9. Spouses, instructors, children or pets will not be permitted at the testing site.

## After my Testing Day

- \_\_\_ 1. Test results will be available for electronic/computer tests after 3pm EST on the next business day excluding Sundays and holidays.
- \_\_\_ 2. Test results will be available for paper tests within 3–5 business days after the testing day after 3pm EST.
- \_\_\_ 3. Test results can be checked online after 6pm EST, by email if one was provided, by mail or by calling our office.
- \_\_\_ 4. If you fail your test, you can either reschedule online with a credit card or employment verification, or by printing your test results and sending them into our office with payment.